

Retention and Classification Report

Agency: Monticello Cemetery Maintenance District (Utah) (2104)

P.O. Box 688
Monticello, UT 84535

Records Officer: Winn Westcott

28548 Map book

AGENCY: Monticello Cemetery Maintenance District (Utah)

SERIES: 28548

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TITLE: Map book

DATES: ca. 1970-

ARRANGEMENT: Alphabetical by plat, thereunder roughly numerical by lot number.

DESCRIPTION:

These books contain maps of the cemetery. They are used daily to locate specific grave sites. These books include index, plat, and lot pages. The cemetery may only have a single wall map which serves as a key to locating specific graves.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 43.

AUTHORIZED: 09/11/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

M-Disk: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This series has permanent historical value as documentation of the location and identity of burials in the cemetery.

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(continued)

PRIMARY CLASSIFICATION:

Public